

## Judiciary Requisition Form Instructions

The Requisition Form is provided electronically as a file attachment in both WORDPERFECT (Requisitionform.wpd) and WORD (Requisition.doc) formats. You may save the file(s) to a directory so as to open and complete when necessary. Before filling in the form, press the INSERT key to enable the typeover feature which will maintain data field alignment. Ultimately, the entire process will be automated, but presently the requisition request and supporting materials will be faxed or mailed directly to the Administrative Office Finance Department.

1. Complete the information related to the quantity, unit of measure, item description and cost(s) associated with the requested procurement. If cost is unknown, indicate the maximum budget amount. If more space is needed to describe the item(s) or service(s) requested, please attach additional sheets.
2. Indicate by checking the appropriate box if you have secured 3 bids for the requested procurement as guided by the Judicial Branch Procurement Policy. Please attach the bids to the Requisition Form if applicable.
3. Indicate by checking the appropriate box if the procurement is requested as sole source purchase. If so, attach a justification to the Requisition Form.
4. Provide a date by which delivery is needed and complete information related to shipping.
5. Complete the budget coding information and check the appropriate box to indicate if the procurement is a budgeted or unbudgeted item or service.
6. If you have a recommended vendor, please complete the related information.
7. Funding certification information is to be completed by the Administrative Office Finance Department.
8. Approval is required by the appropriate authorizing executive or manager from the requesting office.
9. To be completed by the Procurement and Contract Administration staff member reviewing the Requisition Form.